



City of Chicopee, Massachusetts

Planning Department

City Hall Annex – 274 Front Street – Chicopee, MA 01013

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Lee M. Pouliot
Director

James Dawson
Development
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February 10, 2015

Planning Department Internship Opportunities

The City of Chicopee's Planning Department plans to hire two (2) interns to assist the department with a number of on-going and upcoming projects during winter/spring 2015. Both positions will be exposed to the following projects and scope during the internship:

- Development of the City's Brownfields Program Webpage: 'H.E.A.L. Chicopee,' utilizing the pre-development Word Press framework.
 - o Tasks include:
 - Image collecting and editing
 - Content development
 - Social Media connections (i.e. Facebook, LinkedIn, YouTube, Vimeo, Twitter & Tumblr)
 - Develop scripts for the filming of interviews / program video clips
 - Development of program postcards, flyers, etc. as needed
- Develop Social Media platform for the Planning Department.
- Identify, research and development proposals to various grant programs (federal, state & private foundation programs) the Department plans to pursue.
- Assist in the management of on-going grant funded projects.
- Design and implement Planning Department digital document archiving system and begin to digitally archive Planning Department hard-copy files.
- Assist the Department with the design and implementation of a Community Planning Process for the City's Open Space & Recreation Plan (OSRP)
- Assist the City's GIS Director with on-going data conversion to develop the City's GIS database.
- Other projects as deemed appropriate by Department Staff.


Selected interns will be expected to work a total of 190 hours with compensation of \$17.50 per hour (total compensation of \$3,325 per internship position). Selected interns will report to the Mayor's Office, however, will be overseen by Planning Department Staff.

To apply please send a cover letter, resume and writing sample by February 27, 2015 to:

Raisa Riggott, Director
Human Resources Department
274 Front Street, 4th Floor City Hall
Chicopee, Ma 01013

Please reference Planning Department Internship Positions in your cover letter. For questions or any additional information please contact the Planning Department.

With Regards,



Lee M. Pouliot, ASLA, LEED Green Associate
Acting Planning Director